



PARKS & PUBLIC WORKS COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE REGULAR MEETING

Tuesday, December 06, 2022, at 5:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMITTEE MEMBERS

Bryan Holloway, Chair

Jolyon Johnson, Councilmember

Ethan Benson, Councilmember

This meeting will be conducted in person and remotely using teleconferencing technology provided by Zoom. Join by Telephone at 5:00 PM: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **867 8554 3964** and Password **1700050121** if prompted.

Press *9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.

Press *6 to mute and unmute.

Join by Internet at 5:00 PM: To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#).
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **867 8554 3964**; Enter Password **1700050121**
- 4) Please confirm that your audio works prior to participating.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENTS

MINUTES

1. Approval of minutes dated November 22, 2022

DISCUSSION

2. Approving the Purchase of (1) KME Fire Truck (Pumper) (Introduced at 12/5/22 Safety Council Committee meeting.)
3. Construction update: Sidewalk Repair/Replacement Project

ADJOURNMENT



PARKS & PUBLIC WORKS COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE REGULAR MEETING MINUTES NOVEMBER 22, 2022

This hybrid meeting was conducted in-person and remotely using teleconferencing technology provided by Zoom in accordance with Governor Inslee's Proclamation 20-28.

CALL TO ORDER & ROLL CALL

Committee Chair Holloway called the meeting to order 5:00 PM

Committee Members:

Committee Chair Bryan Holloway, Councilmember Ethan Benson, and Councilmember Jolyon Johnson were present. Council Committee of the Whole member, Cara Christensen, attended.

Mayor Katherine Ross was also in attendance.

City Staff:

Mike Chambliss, Parks & Public Works Director
Joan Quade, Administrative Assistant
Pat Fry, P.E., Project Engineer
Mike Sauerwein, City Administrator
Andrew Vining, P.E., Project Engineer
Jimmie Betts IT Support

Andy Latham, IT Support
Drew Bouta, Finance Manager
Jeff Hamlin, Deputy Parks & Public Works Director
Danna McCall, Communications Coordinator
Gail Folkins, Communications Assistant
Bob Sterbank, City Attorney

PUBLIC COMMENTS

None

MINUTES

November 8, 2022 minutes were approved as written.

AGENDA BILLS

AB22-146	Consultant Services Agreement with RH2 Engineering for Planning and Design of the Eagle Lake Water Reclamation Basin Improvements
Recommendation:	Consent. Add to Committee Reports on Council agenda

DISCUSSION

The communications team gave a preview of the re-designed City Website.

ADJOURNMENT

There being no further business to come before the Committee, Committee Chair Holloway adjourned the meeting at 5:27 PM.

Minutes taken by Joan Quade, Administrative Assistant

Recorded meeting audio is available on the City website after the meeting.

Minutes approved at the____, 2022 Parks & Events Commission Meeting

DRAFT



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB22-164
December 5, 2022
Committee Report

Item 2.

AGENDA BILL INFORMATION

TITLE:	Approving the Purchase of (1) KME Fire Truck (Pumper)	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	MOVE to approve the purchase of (1) KME Fire Truck (Pumper).	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director/Peer	Mark Correira	10/10/2022
	Finance	Drew Bouta	11/29/2022
	Legal	Anna Astrakhan	11/14/2022
	City Administrator	Mike Sauerwein	12/1/2022

DEPARTMENT:	Parks & Public Works		
STAFF:	Don Harris, Fleet Manager and Mark Correira, Fire Chief		
COMMITTEE:	Public Safety	COMMITTEE DATE: December 5, 2022	
MEMBERS:	Cara Christensen	Ethan Benson	Rob Wotton
EXHIBITS:	1. AB22-164 x1 – Sourecwell Documents 2. AB22-164 x2 – KME Pumper Quote		

AMOUNT OF EXPENDITURE	1,015,157 (includes 10% build contingency)
AMOUNT BUDGETED	\$ 3,603,113 (ER&R Fund #501)
APPROPRIATION REQUESTED	\$ n/a

SUMMARY

INTRODUCTION

The intent of this action is to approve the purchase (1) KME Fire Truck (Pumper) in 2024. The equipment will replace existing units in the City's fleet and improve the efficiency and effectiveness of the program. Build time currently for the apparatus is 450-490 days placing delivery (invoice) toward the end of budget cycle and will be purchased off the Sourcewell cooperative purchase contract.

LEGISLATIVE HISTORY

The Equipment Replacement and Repair Program (ER&R) was established in 2005 to ensure the set aside of funds for the eventual replacement of vehicles as their service life ends.

BACKGROUND

The 2003 American LaFrance Engine has exceeded its useful lifespan and is due for replacement. The purchase of the KME pumper will replace this apparatus.

ANALYSIS

Administration is recommending the surplus and purchase of (1) KME Fire Truck (Pumper). This includes replacement of current City asset 2003 American La France (Pumper) with both equivalent equipment and equipment that has been determined by staff to better meet the needs of the department and community. As part of the equipment replacement process, staff has also included a separate action item that recommends the surplus of equipment that the proposed vehicle purchases will replace.

BUDGET IMPACTS

Administration recommends approving the purchase of one (1) KME Fire Truck (Pumper) in an amount not to exceed \$1,015,157 that includes the purchase price of the truck, tax, as well as a 10% build contingency.

Purchase Price of KME Fire Truck (Including Tax)	\$922,870
10% Build Contingency	\$92,287
Total =	\$1,015,157

The 10% build contingency would be used in case of change orders or additions to the original build documents. Because the construction or build time of the KME Fire Truck is currently at an estimated 450 to 490 days, the City will likely take receipt of the truck in 2024. Council recently adopted the 2023-2024 Biennial Budget (AB22-076, November 28, 2022) that included a total appropriation of \$3,603,113 over the biennium in the Equipment Replacement & Repair Fund (ER&R) (#501). Therefore, sufficient appropriation exists within the ER&R Fund to replace the Fire Truck. Of the total appropriation within the fund, \$1,744,225 was estimated to replace vehicles and equipment, and of that total, \$900,000 was estimated to replace the Fire Truck. To date, no vehicle or equipment replacements have been approved by Council for the 2023-2024 biennium.

In order to reduce the cost of purchasing the KME Fire Truck, the City may want to consider the following prepayment options:

Option	Cost Reduction
100% prepayment	(\$21,174)
90% prepayment	(\$19,046)
75% prepayment	(\$15,880)
50% prepayment	(\$10,586)
25% prepayment	(\$5,293)

If Council chooses to prepay all or a portion of the cost to purchase the KME Fire Truck, and if such payment takes place in 2022, then the City will need to amend the 2021-2022 Biennial Budget to account for the prepayment.

NEXT STEPS

PROPOSED ACTION

MOVE to approve the purchase of (1) KME Fire Truck (Pumper).



RFP #113021
REQUEST FOR PROPOSALS
for
Firefighting Apparatus and Fire Service Vehicles

Proposal Due Date: November 30, 2021, 4:30 p.m., Central Time

Sourcewell, a State of Minnesota local government unit and service cooperative, is requesting proposals for Firefighting Apparatus and Fire Service Vehicles to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://portal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than November 30, 2021, at 4:30 p.m. Central Time, and late proposals will not be considered.

Solicitation Schedule

Public Notice of RFP Published:	October 12, 2021
Pre-proposal Conference:	November 2, 2021, 10:00 a.m., Central Time
Question Submission Deadline:	November 19, 2021, 4:30 p.m., Central Time
Proposal Due Date:	November 30, 2021, 4:30 p.m., Central Time Late responses will not be considered.
Opening:	November 30, 2021, 6:30 p.m., Central Time See RFP Section V.G. "Opening"

I. ABOUT SOURCEWELL

A. SOURCEWELL

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and contract award process for the benefit of its 50,000+ participating entities across the United States and Canada. Sourcewell's solicitation process complies with State of Minnesota law and policies, conforms to Canadian trade agreements, and results in cooperative purchasing solutions from which Sourcewell's Participating Entities procure equipment, products, and services.

Cooperative purchasing provides participating entities and suppliers increased administrative efficiencies and the power of combined purchasing volume that result in overall cost savings. At times, Sourcewell also partners with other purchasing cooperatives to combine the purchasing volume of their membership into a single solicitation and contract expanding the reach of contracted suppliers' potential pool of end users.

Sourcewell uses a website-based platform, the Sourcewell Procurement Portal, through which all proposals to this RFP must be submitted.

B. USE OF RESULTING CONTRACTS

In the United States, Sourcewell's contracts are available for use by:

- Federal and state government entities¹;
- Cities, towns, and counties/parishes;
- Education service cooperatives;
- K-12 and higher education entities;
- Tribal government entities;
- Some nonprofit entities; and
- Other public entities.

In Canada, Sourcewell's contracts are available for use by:

- Provincial and territorial government departments, ministries, agencies, boards, councils, committees, commissions, and similar agencies;
- Regional, local, district, and other forms of municipal government, municipal organizations, school boards, and publicly-funded academic, health, and social service entities referred to as MASH sector (this should be construed to include but not be

¹ Pursuant to HAR 53-128-2, the State of Hawaii, Department of Accounting and General Services, State Procurement Office, on behalf of the State of Hawaii and participating jurisdictions, has provided notice of its Intent to Participate in the solicitation as a participating entity.

limited to the Cities of Calgary, Edmonton, Toronto, Ottawa, and Winnipeg), as well as any corporation or entity owned or controlled by one or more of the preceding entities;

- Crown corporations, government enterprises, and other entities that are owned or controlled by these entities through ownership interest;
- Members of the Rural Municipalities of Alberta (RMA) and their represented Associations: MASH (municipalities, academic institutions, schools and hospitals) and MUSH (municipalities, universities, schools and hospitals) sectors, and other governmental agencies eligible to use the Sourcewell contracts. MASH and MUSH sector refers to regional, local, district or other forms of municipal government, school boards, publicly-funded academic, health and social service entities, as well as any corporation or entity owned or controlled by one or more of the preceding entities, including but not limited to represented associations, Saskatchewan Association of Rural Municipalities ("SARM"), Association of Manitoba Municipalities ("AMM"), Local Authorities Services/Association of Municipalities Ontario ("LAS/AMO", excluding the cities of Toronto and Ottawa), Nova Scotia Federation of Municipalities ("NSFM"), Federation of Prince Edward Island Municipalities ("FPEIM"), Municipalities Newfoundland Labrador ("MNL"), Union of New Brunswick Municipalities ("UNBM"), North West Territories Association of Communities ("NWTAC") and their members. RMA Participants may include all not-for-profit agencies for Canadian provinces and territories.

For a listing of current United States and Canadian Participating Entities visit Sourcewell's website (note: there is a tab for each country): <https://www.sourcewell-mn.gov/sourcewell-for-vendors/agency-locator>.

Participating Entities typically access contracted equipment, products, or services through a purchase order issued directly to the contracted supplier. A Participating Entity may request additional terms or conditions related to a purchase. Use of Sourcewell contracts is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources.

To meet Participating Entities' needs, Sourcewell broadly publishes public notice of all solicitation opportunities, including this RFP. In the United States each state-level procurement department receives notice for possible re-posting.

Proof of publication will be available at the conclusion of the solicitation process.

II. SOLICITATION DETAILS

A. SOLUTIONS-BASED SOLICITATION

This RFP and contract award process is a solutions-based solicitation; meaning that Sourcewell is seeking equipment, products, or services that meet the general requirements of the scope of this RFP and that are commonly desired or are required by law or industry standards.

B. REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES

It is expected that proposers will offer a wide array of equipment, products, or services at lower prices and with better value than what they would ordinarily offer to a single government entity, a school district, or a regional cooperative.

1. Sourcewell is seeking proposals for Firefighting Apparatus and Fire Service Vehicles, including:
 - a. New, remount, or refurbished:
 - i. Firefighting apparatus and service vehicles, of all types, such as: pumper/engine, initial attack, mobile water supply, aerial, quint, special service, mobile foam, command and communications, and purpose-built firefighting or rescue trailers;
 - ii. Wildland fire apparatus, of all types, such as: fire suppression equipment, mobile water supply, and crew carriers; and,
 - iii. Aircraft rescue and firefighting vehicles.
 - b. Purpose-built chassis and vehicle components for firefighting apparatus and fire service vehicles;
 - c. Equipment, options, accessories, and supplies complementary or incidental to the purchase of a turnkey or complete unit of the types described in Sections 1. a. i. – iii. above.
 - d. Services related to the offering of the solutions described in Sections 1. a. - c. above, including installation, customization, remount, refurbishment, inspection, repair, maintenance, training, and support.
2. This solicitation does not include those equipment, products, or services covered under categories included in contracts currently maintained by Sourcewell:
 - a. Health & Safety, Medical, Surgical, and First Aid Related Equipment, Supplies, Accessories, and Services (RFP #061417);
 - b. Trailers with Related Equipment, Accessories, and Services (RFP #121918), with the limited exception of the purpose-built firefighting or rescue trailers identified in Section 1. a. i. above;
 - c. Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment (RFP #032620);

- d. Firefighting Equipment and Rescue Tools with Related Supplies and Accessories (RFP #040220), with the limited exception of the equipment, options, accessories, and supplies identified in Section 1. c. above;
- e. Class 4-8 Chassis with Related Equipment, Accessories, and Services (RFP #060920), with the limited exception of the purpose-built chassis identified in Section 1. b. above;
- f. Public Safety Communications Technology and Hardware Solutions (RFP #042021);
- g. Automobiles, SUVs, Vans, and Light Trucks with Related Equipment and Accessories (RFP #091521); and,
- h. Ambulance and Emergency Medical Service Vehicles (RFP #110921).

Generally, the solutions for Participating Entities are turn-key solutions, providing a combination of equipment, products and services, delivery, and installation to a properly operating status. However, equipment or products only solutions may be appropriate for situations where Participating Entities possess the ability, either in-house or through local third-party contractors, to properly install and bring to operation the equipment or products being proposed.

Sourcwell prefers suppliers that provide a sole source of responsibility for the equipment, products, and services provided under a resulting contract. If proposer is including the equipment, products, and services of its subsidiary entities, the proposer must also identify all included subsidiaries in its proposal. If proposer requires the use of distributors, dealers, resellers, or subcontractors to provide the equipment, products, or services, the proposal must address how the equipment, products or services will be provided to Participating Entities, and describe the network of distributors, dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract.

Sourcwell desires the broadest possible selection of equipment, products, and services being proposed over the largest possible geographic area and to the largest possible cross-section of Sourcwell current and future Participating Entities.

C. REQUIREMENTS

It is expected that proposers have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the equipment, products, or services to Participating Entities.

1. Safety Requirements. All items proposed must comply with current applicable safety or regulatory standards or codes.
2. Deviation from Industry Standard. Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.

3. New Equipment and Products. Proposed equipment and products must be for new, current model; however, proposer may offer certain close-out equipment or products if it is specifically noted in the Pricing proposal.
4. Delivered and operational. Unless clearly noted in the proposal, equipment and products must be delivered to the Participating Entity as operational.
5. Warranty. All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

D. ANTICIPATED CONTRACT TERM

Sourcewell anticipates that the term of any resulting contract(s) will be four years, with an optional one-year extension that may be offered based on the best interests of Sourcewell and its Participating Entities.

E. ESTIMATED CONTRACT VALUE AND USAGE

Based on past volume of similar contracts, the estimated annual value of all transactions from contracts resulting from this RFP are anticipated to be USD \$200 Million; therefore, proposers are expected to propose volume pricing. Sourcewell anticipates considerable activity under the contract(s) awarded from this RFP; however, sales and sales volume from any resulting contract are not guaranteed.

F. MARKETING PLAN

Proposer's sales force will be the primary source of communication with Participating Entities. The proposer's Marketing Plan should demonstrate proposer's ability to deploy a sales force or dealer network to Participating Entities, as well as proposer's sales and service capabilities. It is expected that proposer will promote and market any contract award.

G. ADDITIONAL CONSIDERATIONS

1. Contracts will be awarded to proposers able to best meet the need of Participating Entities. Proposers should submit their complete line of equipment, products, or services that are applicable to the scope of this RFP.
2. Proposers should include all relevant information in its proposal, since Sourcewell cannot consider information that is not included in the proposal. Sourcewell reserves the right to verify proposer's information and may request clarification from a proposer, including samples of the proposed equipment or products.
3. Depending upon the responses received in a given category, Sourcewell may need to organize responses into subcategories in order to provide the broadest coverage of the requested equipment, products, or services to Participating Entities. Awards may be based on a subcategory.

4. A proposer's documented negative past performance with Sourcewell or its Participating Entities occurring under a previously awarded Sourcewell contract may be considered in the evaluation of a proposal.

III. PRICING

A. REQUIREMENTS

All proposed pricing must be:

1. Either Line-Item Pricing or Percentage Discount from Catalog Pricing, or a combination of these:
 - a. **Line-item Pricing** is pricing based on each individual product or services. Each line must indicate the proposer's published "List Price," as well as the "Contract Price."
 - b. **Percentage Discount from Catalog or Category** is based on a percentage discount from a catalog or list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services. Individualized percentage discounts can be applied to any number of defined product groupings. Proposers will be responsible for providing and maintaining current published MSRP with Sourcewell, and this pricing must be included in its proposal and provided throughout the term of any Contract resulting from this RFP.
2. The proposer's not to exceed price. A not to exceed price is the highest price for which equipment, products, or services may be billed to a Participating Entity. However, it is permissible for suppliers to sell at a price that is lower than the contracted price.
3. Stated in U.S. and Canadian dollars (as applicable).
4. Clearly understandable, complete, and fully describe the total cost of acquisition (e.g., the cost of the proposed equipment, products, and services delivered and operational for its intended purpose in the Participating Entity's location).

Proposers should clearly identify any costs that are NOT included in the proposed product or service pricing. This may include items such as installation, set up, mandatory training, or initial inspection. Include identification of any parties that impose such costs and their relationship to the proposer. Additionally, proposers should clearly describe any unique distribution and/or delivery methods or options offered in the proposal.

B. ADMINISTRATIVE FEES

Proposers are expected to pay to Sourcewell an administrative fee in exchange for Sourcewell facilitating the resulting contracts. The administrative fee is normally calculated as a percentage of the total sales to Participating Entities for all contracted equipment, products, or services made during a calendar quarter, and is typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative.

IV. CONTRACT

Proposers awarded a contract will be required to execute a contract with Sourcewell (see attached template). Only those modifications the proposer indicates in its proposal will be available for discussion. Much of the language in the Contract reflects Minnesota legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Minnesota law may result in the proposal being disqualified from further review and evaluation.

To request a modification to the template Contract, a proposer must submit the Exceptions to Terms, Conditions, or Specifications table with its proposal. Only those exceptions noted at the time of the proposal submission will be considered.

Exceptions must:

1. Clearly identify the affected article and section.
2. Clearly note the requested modification; and as applicable, provide requested alternative language.

Unclear requests will be automatically denied.

Only those exceptions that have been accepted by Sourcewell will be included in the contract document provided to the awarded supplier for signature.

If a proposer receives a contract award resulting from this solicitation it will have up to 30 days to sign and return the contract. After that time, at Sourcewell's sole discretion, the contract award may be revoked.

V. RFP PROCESS

A. PRE-PROPOSAL CONFERENCE

Sourcewell will hold an optional, non-mandatory pre-proposal conference via webcast on the date and time noted in the Solicitation Schedule for this RFP and on the Sourcewell Procurement Portal. The purpose of this conference is to allow potential proposers to ask questions regarding this RFP and Sourcewell's competitive contracting process. Information about the webcast will be sent to all entities that have registered for this solicitation opportunity through their Sourcewell Procurement Portal Supplier Account. Pre-proposal conference attendance is optional.

B. QUESTIONS REGARDING THIS RFP AND ORAL COMMUNICATION

All questions regarding this RFP must be submitted through the Sourcewell Procurement Portal. The deadline for submission of questions is found in the Solicitation Schedule and on the Sourcewell Procurement Portal. Answers to questions will be issued through an addendum to

this RFP. Repetitive questions will be summarized into a single answer and identifying information will be removed from the submitted questions.

All questions, whether specific to a proposer or generally related to the RFP, must be submitted using this process. Do not contact individual Sourcewell staff to ask questions or request information as this may disqualify the proposer from responding to this RFP. Sourcewell will not respond to questions submitted after the deadline.

C. ADDENDA

Sourcewell may modify this RFP at any time prior to the proposal due date by issuing an addendum. Addenda issued by Sourcewell become a part of the RFP and will be delivered to potential proposers through the Sourcewell Procurement Portal. Sourcewell accepts no liability in connection with the delivery of any addenda.

Before a proposal will be accepted through the Sourcewell Procurement Portal, all addenda, if any, must be acknowledged by the proposer by checking the box for each addendum. It is the responsibility of the proposer to check for any addenda that may have been issued up to the solicitation due date and time.

If an addendum is issued after a proposer submitted its proposal, the Sourcewell Procurement Portal will WITHDRAW the submission and change the proposer's proposal status to INCOMPLETE. The proposer can view this status change in the "MY BIDS" section of the Sourcewell Procurement Portal Supplier Account. The proposer is solely responsible to check the "MY BIDS" section of the Sourcewell Procurement Portal Supplier Account periodically after submitting its proposal (and up to the Proposal Due Date). If the proposer's proposal status has changed to INCOMPLETE, the proposer is solely responsible to:

- i) make any required adjustments to its proposal;
- ii) acknowledge the addenda; and
- iii) ensure the re-submitted proposal is received through the Sourcewell Procurement Portal no later than the Proposal Due Date and time shown in the Solicitation Schedule above.

D. PROPOSAL SUBMISSION

Proposer's complete proposal must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule. Any other form of proposal submission, whether electronic, paper, or otherwise, will not be considered by Sourcewell. **Late proposals will not be considered.** It is the proposer's sole responsibility to ensure that the proposal is received on time.

It is recommended that proposers allow sufficient time to upload the proposal and to resolve any issues that may arise. The time and date that a proposal is received by Sourcewell is solely determined by the Sourcewell Procurement Portal web clock.

In the event of problems with the Sourcewell Procurement Portal, follow the instructions for technical support posted in the portal. It may take up to 24 hours to respond to certain issues.

Upon successful submission of a proposal, the Sourcewell Procurement Portal will automatically generate a confirmation email to the proposer. If the proposer does not receive a confirmation email, contact Sourcewell's support provider at support@bidsandtenders.ca.

To ensure receipt of the latest information and updates via email regarding this solicitation, or if the proposer has obtained this solicitation document from a third party, the onus is on the proposer to create a Sourcewell Procurement Portal Supplier Account and register for this solicitation opportunity.

Within the Sourcewell Procurement Portal, all proposals must be digitally acknowledged by an authorized representative of the proposer attesting that the information contained in the proposal is true and accurate. By submitting a proposal, proposer warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a contract award and may subject the proposer to remedies available by law.

E. GENERAL PROPOSAL REQUIREMENTS

Proposals must be:

- In substantial compliance with the requirements of this RFP or it will be considered nonresponsive and be rejected.
- Complete. A proposal will be rejected if it is conditional or incomplete.
- Submitted in English.
- Valid and irrevocable for 90 days following the Proposal Due Date.

Any and all costs incurred in responding to this RFP will be borne by the proposer.

F. PROPOSAL WITHDRAWAL

Prior to the proposal deadline, a proposer may withdraw its proposal.

G. OPENING

The Opening of proposals will be conducted electronically through the Sourcewell Procurement Portal. A list of all proposers will be made publicly available in the Sourcewell Procurement Portal after the Proposal Due Date, but no later than the Opening time listed in the Solicitation Schedule.

To view the list of proposers, verify that the Sourcewell Procurement Portal opportunities list search is set to "All" or "Closed." The solicitation status will automatically change to "Closed" after the Proposal Due Date and Time.

VI. EVALUATION AND AWARD

A. EVALUATION

It is the intent of Sourcewell to award one or more contracts to responsive and responsible proposers offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its Participating Entities. The award(s) will be limited to the number of proposers that Sourcewell determines is necessary to meet the needs of its Participating Entities. Factors to be considered in determining the number of contracts to be awarded in any category may include the following:

- The number of and geographic location of:
 - Proposers necessary to offer a comprehensive selection of equipment, products, or services for Participating Entities' use.
 - A proposer's sales and service network to assure availability of product supply and coverage to meet Participating Entities' anticipated needs.
- Total evaluation scores.
- The attributes of proposers, and their equipment, products, or services, to assist Participating Entities achieve environmental and social requirements, preferences, and goals.

Information submitted as part of a proposal should be as specific as possible when responding to the RFP. Do not assume Sourcewell has any knowledge about a specific supplier or product.

B. AWARD(S)

Award(s) will be made to the proposer(s) whose proposal conforms to all conditions and requirements of the RFP, and consistent with the award criteria defined in this RFP.

Sourcewell may request written clarification of a proposal at any time during the evaluation process.

Proposal evaluation will be based on the following scoring criteria and the Sourcewell Evaluator Scoring Guide (a copy is available in the Sourcewell Procurement Portal):

Conformance to RFP Requirements	50
Financial Viability and Marketplace Success	75
Ability to Sell and Deliver Service	100
Marketing Plan	50
Value Added Attributes	75

Warranty	50
Depth and Breadth of Offered Equipment, Products, or Services	200
Pricing	400
TOTAL POINTS	1000

C. PROTESTS OF AWARDS

Any protest made under this RFP by a proposer must be in writing, addressed to Sourcewell's Executive Director, and delivered to the Sourcewell office located at 202 12th Street NE, P.O. Box 219, Staples, MN 56479. All documents that comprise the complete protest package must be received no later than 10 calendar days' following Sourcewell's notice of contract award(s) or non-award and must be time stamped by Sourcewell no later than 4:30 p.m., Central Time. A protest must allege a procedural, technical, or legal defect, with supporting documentation. A protest that merely requests a re-evaluation of a proposal's content will not be entertained.

A protest must include the following items:

- The name, address, and telephone number of the protester;
- Identification of the solicitation by RFP number;
- A precise statement of the relevant facts;
- Identification of the alleged procedural, technical, or legal defect;
- Analysis of the basis for the protest;
- Any additional supporting documentation;
- The original signature of the protester or its representative; and
- Protest bond in the amount of \$20,000 (except where prohibited by law or treaty).

Protests that do not address these elements will not be reviewed.

D. RIGHTS RESERVED

This RFP does not commit Sourcewell to award any contract, and a proposal may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Proposals that contain false statements or do not support an attribute or condition stated by the proposer may be rejected.

Sourcewell reserves the right to:

- Modify or cancel this RFP at any time;
- Reject any and all proposals received;
- Reject proposals that do not comply with the provisions of this RFP;
- Select, for contracts or for discussion, a proposal other than that with the lowest cost;
- Independently verify any information provided in a proposal;
- Disqualify any proposer that does not meet the requirements of this RFP, is debarred or suspended by the United States or Canada, State of Minnesota, Participating Entity's

state or province; has an officer, or other key personnel, who have been charged with a serious crime; or is bankrupt, insolvent, or where bankruptcy or insolvency are a reasonable prospect;

- Waive or modify any informalities, irregularities, or inconsistencies in the proposals received;
- Clarify any part of a proposal and discuss any aspect of the proposal with any proposer; and negotiate with more than one proposer;
- Award a contract if only one responsive proposal is received if it is in the best interest of Participating Entities; and
- Award a contract to one or more proposers if it is in the best interest of Participating Entities.

E. DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591, after negotiations are complete. Sourcewell considers that negotiations are complete upon execution of a resulting contract. It is the proposer's responsibility to clearly identify any data submitted that it considers to be protected. Proposer must also include a justification for the classification citing the applicable Minnesota law. Sourcewell may reject proposals that are marked confidential or nonpublic, either substantially or in their entirety.

Sourcewell will not consider the prices submitted by the proposer to be confidential, proprietary, or trade secret materials. Financial information, including financial statements, provided by a proposer is not considered trade secret under the statutory definition.



10/20/2021

Addendum No. 1

Solicitation Number: RFP 113021

Solicitation Name: Firefighting Apparatus and Fire Service Vehicles

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Is the PDF in the zipped file on the bid details page supposed to be editable?

Answer 1:

No, the file is not designed for edits by a proposer. Refer to RFP Section IV. – Contract, for additional detail related to the Sourcewell template contract posted to the bid details page for this solicitation.

End of Addendum

Acknowledgement of this Addendum to RFP 113021 posted to the Sourcewell Procurement Portal on 10/20/2021 is required at the time of proposal submittal.



10/29/2021

Addendum No. 2

Solicitation Number: RFP 113021

Solicitation Name: Firefighting Apparatus and Fire Service Vehicles

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Are we required to have a vehicle dealer license in the state of Minnesota in order to be an awarded supplier?

Answer 1:

It is left to the discretion of each proposer to determine the licensures and supporting documentation necessary to best demonstrate their ability to serve Sourcewell and Sourcewell participating entities and to satisfy all requirements included in the RFP, contract template, and the Sourcewell Procurement Portal questionnaire tables.

End of Addendum

Acknowledgement of this Addendum to RFP 113021 posted to the Sourcewell Procurement Portal on 10/29/2021, is required at the time of proposal submittal.



11/11/2021

Addendum No. 3

Solicitation Number: RFP 113021

Solicitation Name: Firefighting Apparatus and Fire Service Vehicles

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

In regard to the administrative fee, what percentage amount is assessed on each opportunity to be paid to Sourcewell? Or is it a one-time fee per acquisition?

Answer 1:

Refer to RFP Section III. B. – Administrative Fees, for directions on proposing an administrative fee. It is left to the discretion of each proposer to determine and propose an administrative fee that is consistent with its business and its industry.

End of Addendum

Acknowledgement of this Addendum to RFP 113021 posted to the Sourcewell Procurement Portal on 11/11/2021, is required at the time of proposal submittal.



11/20/2021

Addendum No. 4

Solicitation Number: RFP 113021

Solicitation Name: Firefighting Apparatus and Fire Service Vehicles

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

The RFP states Sourcewell is seeking proposals for new, remount or refurbished. Is Sourcewell looking for us to acknowledge we offer remount or refurb or are we expected to provide pricing?

Answer 1:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine how to best articulate its offering of equipment, products, and services, propose the pricing approach that aligns with its business methods, and satisfy all requirements of the RFP.

Question 2:

Line items #1 - 3 of the Portal questionnaire tables address legal entity and subsidiary or assumed names. Clarify whether the subsidiary names will be the brand visible to the participating entity for an awarded supplier.

Answer 2:

Determinations related to the identification of an awarded supplier's contract on the Sourcewell website, and in related communications to participating entities, will be made after the competitive process is complete in consultation with an awarded supplier.

Question 3:

Section 18 Insurance - Network Security and Privacy Liability Insurance – The entity under this response has had to provide cyber liability what is the significance to this requirement?

Answer 3:

Refer to RFP Section IV. – Contract for additional detail related to the Sourcewell template contract. An awarded vendor will be expected to carry the insurance coverages as stated in the contract upon execution. A request for modification to the Sourcewell contract template may only be submitted with a proposal. To request a modification to the template Contract terms, conditions, or specifications, a proposer must complete and submit the Exceptions to Terms, Conditions, or Specifications table, which is found as the final Table of Step 1 in the proposal submission process within the Sourcewell Procurement Portal.

Question 4:

Section D Waiver of Subrogation- How does this apply to this RFP?

Answer 4:

Refer to Answer 3 above.

Question 5:

Is delivery required to be included in pricing or are we able to provide pricing and state that delivery is not included.

Answer 5:

Refer to Answer 1 above.

Question 6:

Section 2B of the template contract states that Supplier warrants all Equipment, Products and Services. Is it required or is it an option to include service? If service is not included in pricing is additional information necessary?

Answer 6:

Refer to Answer 1 above.

Question 7:

Template contract section 3. A. - Shipping and Shipping Cost – states that a Supplier must arrange for and pay for the return shipment on equipment and products that arrive in a defective or inoperable condition. Would this incorporate supplier or subcontractor?

Answer 7:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine how to best articulate its ability to serve Sourcewell participating entities.

Question 8:

Line Item 24 in questionnaire table 5 includes a request for size of transaction? What is this referring to is this a unit quantity?

Answer 8:

It is left to the discretion of each proposer to determine the information necessary to best demonstrate their marketplace success and satisfy all the requirements included in the questionnaire tables.

Question 9:

Is an Entity/Subsidiary allowed to list a product on Sourcewell product list that is sold and distributed by the Entity/Subsidiary, but is produced by a contract manufacturer?

Answer 9:

The Sourcewell RFP is an open and competitive solicitation process. A proposer is allowed to propose the entire line of equipment, products, and services falling within the requested equipment, products, or services of the subject solicitation. Proposals are evaluated based on the criteria stated in the RFP.

Question 10:

In Table 11, because of some supplier's difficulties to confirm pricing, can we list a product and confirm the price only after the awarding?

Answer 10:

It is left to the discretion of each proposer to determine and propose the pricing approach that aligns with its business methods and satisfies all the requirements of RFP Article III - Pricing. Proposals are evaluated based on the criteria stated in the RFP.

Question 11:

If a supplier is successful with this RFP, the contract would be between the supplier and Sourcewell. If the supplier as an independent dealer network, do the Participating Entities have the obligations to contract with the supplier or can they contract directly with the dealer which in turn the dealer contract with the supplier?

Answer 11:

Refer to RFP Section II. B. – Requested Equipment, Products, or Services – “... If proposer requires the use of distributors, dealers, resellers, or subcontractors to provide the equipment, products, or services, the proposal must address how the equipment, products or services will be provided to Participating Entities, and describe the network of distributors, dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract.”

Question 12:

Does the contract allow a line-item surcharge vs as part of the quote vs having it included in publish base pricing? Surcharges can fluctuate so looking to understand if there will be flexibility with the new contract.

Answer 12:

Refer to Answer 10 above.

Question 13:

Can a vendor be awarded contracts from different Sourcewell RFPs?

Answer 13:

Each Sourcewell opportunity represents a separate and distinct open and competitive solicitation. The outcome of an earlier solicitation, including a contract award, has no bearing on the evaluation of a proposer’s subsequent proposal.

Question 14:

In regards to table 2, item 11: If financial statements are provided to Sourcewell for the proposal do those statements in turn become public knowledge?

Answer 14:

Refer to RFP Section VI. E. – Disposition of Proposals related to the treatment of materials submitted in response to the RFP.

Question 15:

Pricing is very volatile currently with component shortages. Pricing for each model and options offered within our current quoting system could significantly fluctuate by the time this proposal is reviewed. Would offering a percentage off our current quoting MSRP be acceptable with a few examples at the time of this bid?

Answer 15:

Refer to Answer 10 above.

End of Addendum

Acknowledgement of this Addendum to RFP 113021 posted to the Sourcewell Procurement Portal on 11/20/2021, is required at the time of proposal submittal.



Proposal Opening Record

Date of opening: November 30, 2021

Sourcewell posted Request for Proposal #113021, for the procurement of Firefighting Apparatus and Fire Service Vehicles, on the Sourcewell Procurement Portal [\[portal.sourcewell-mn.gov\]](https://portal.sourcewell-mn.gov) on Tuesday, October 12, 2021, and the solicitation remained in an open status within the portal until November 30, 2021, at 4:30 pm CT. The RFP required that all proposals be submitted through the Sourcewell Procurement Portal no later than 4:30 pm CT on November 30, 2021, the date and time specified in the Solicitation Schedule.

The undersigned certify that all responses received on Request for Proposal #113021 were submitted through the Sourcewell Procurement Portal, and that each Proposer's response material was digitally sealed upon submission and remained inaccessible until the due date and time specified in the Solicitation Schedule.

Responses were received from the following:

Acres Industries, Inc. - Submitted 11/30/21 at 12:48:29 PM
Alexis Fire Equipment Company - Submitted 11/30/21 at 4:27:23 PM
BME Fire Trucks, LLC - Submitted 11/30/21 at 9:37:36 AM
Brindlee Mountain Fire Apparatus, LLC - Submitted 11/30/21 at 12:59:24 PM
CAMIONS CARL THIBAUT, INC. - Submitted 11/21/21 at 3:03:05 PM
CET Fire Pumps MFG - Submitted 11/30/21 at 3:18:40 PM
Chemical Containers, Inc. - Submitted 11/22/21 at 8:59:01 AM
Custom Fire Apparatus, Inc. - Submitted 11/29/21 at 4:20:32 PM
Dependable Truck & Tank, Limited - Submitted 11/30/21 at 1:30:44 PM
EJ Metals, LLC - Submitted 11/30/21 at 12:29:54 PM
E-ONE, Inc. - Submitted 11/30/21 at 4:23:32 PM
FireStopper USA MD - Submitted 11/22/21 at 11:37:18 AM
Fort Garry Fire Trucks, Ltd. - Submitted 11/29/21 at 11:48:34 AM
Fouts Brothers, Inc. - Submitted 11/30/21 at 10:27:18 AM
Hi-Tech Emergency Vehicle Service, Inc. - Submitted 11/30/21 at 3:51:27 PM
HME, Incorporated - Submitted 11/29/21 at 2:42:09 PM
HUB Fire Engines & Equipment, Ltd. - Submitted 11/30/21 at 10:50:26 AM
Laszlo Corporation - Submitted 11/30/21 at 12:55:22 PM
Marion Body Works, Inc. - Submitted 11/23/21 at 9:03:20 AM
MAXIMETAL, INC. - Submitted 11/27/21 at 8:17:02 AM
Metalfab, LTD - Submitted 11/29/21 at 11:44:08 AM
P.L. Custom Body and Equipment Co., Inc. - Submitted 11/29/21 at 3:15:41 PM
Pierce Manufacturing - Submitted 11/30/21 at 4:18:31 PM
Rock River Industries, LLC - Submitted 11/29/21 at 11:40:39 AM
Rosenbauer South Dakota, LLC - Submitted 11/30/21 at 8:35:18 AM

Skeeter Brush Trucks, LLC - Submitted 11/30/21 at 12:29:14 PM
Spencer Manufacturing, Inc. - Submitted 11/30/21 at 2:53:05 PM
Super Vacuum Manufacturing CO., Inc. - Submitted 11/30/21 at 2:46:11 PM
The Sutphen Corporation - Submitted 11/30/21 at 12:43:06 PM
Toyne, Inc. - Submitted 11/29/21 at 1:19:30 PM
Ty Parker & Son, Inc. - Submitted 11/30/21 at 2:14:55 PM
US Fire Equipment, LLC - Submitted 11/30/21 at 9:12:36 AM
Ward Apparatus, LLC - Submitted 11/29/21 at 4:19:07 PM

The Proposals were opened electronically, and a list of all Proposers was made publicly available in the Sourcewell Procurement Portal, on November 30, 2021, at 4:32:09 PM CT. All responsive proposals were then submitted for review by the Sourcewell Evaluation Committee.

DocuSigned by:

James Voelker

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James Voelker, CPCM, CFCM, Procurement Lead Analyst

DocuSigned by:

Carol Jackson

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Carol Jackson, Procurement Analyst

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Possible Points	Laudis Corporation	Merion Biotech Works, Inc.	MAXIMITAL, INC.	Metaltek, LTD	P.L. Custom Siding and Trimwork Co., Inc.	Pierce Manufacturing	Rock River Toolworks, LLC	Beecham South Distributors, LLC	Shawler South Tools, LLC	Spencer Manufacturing Inc.	Super Vacuum Manufacturing CO, Inc.	The Vaughan Corporation	Toyrite, Inc.	Ty-Pac & Son, Inc.	US Fire Equipment, LLC	Wood Apparatus, LLC
Compliance To Term/ Certification to include specifications	28	40	44	34	44		45	43	44	39	44	44	41		33	31
Product Range/ Pricing	253	303	318	301	334	334	321	300	275	271	275	323	311	245	334	270
Plumbing, Industry and Maintenance Successes	41	61	63	49	64	65	59	59	64	54	82	82	81	47	53	55
Service Contract National/ Specialty Maintenance Plans	500	72	85	37	80	80	80	73	87	70	86	87	79	66	68	74
Value Added Services/ Warranty Coverage and Information	33	41	45	85	44	44	44	44	36	33	45	38	40	34	34	38
	75	59	63	63	63	65	65	58	43	59	60	60	52	43	49	53
	39	43	43	37	44	45	42	42	44	41	44	44	42	33	39	42
Induction and Variety of Products and Service offered	310	565	569	541	168	179	382	382	179	170	173	176	166	233	354	358
Total Points	1,000	794	837	759	840	853	863	863	773	773	783	843	834	931	743	733

DocuSigned by:
kim Austin
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DocuSigned by:
Stephanie Haataja
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DocuSigned by:
Craig West
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Craig West, Procurement Analyst

DocuSigned by:
Tom Sharbonno
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CUSTOMIZING QUALITY SOLUTIONS AND RELIABLE SERVICE FOR YOUR FIRE AND SAFETY NEEDS

November 22, 2022

Cascade Fire & Safety, in partnership with and on behalf of KME Fire, is pleased to present this proposal to Snoqualmie Fire Department for One (1) new KME Custom Predator Pumper apparatus for your review and consideration.

One (1) KME Custom Predator Pumper per the attached Specifications and Drawings.

\$849,386.00*

*See the list of options available for this vehicle on the attached pages.

Applicable Taxes are not included and are to be paid by the Snoqualmie Fire Department at the time of delivery.

Proposal Details:

- Build time is estimated at 450-490 calendar days from completion of the preconstruction sign-off letter.
- Virtual Pre-Construction meeting held at Snoqualmie Fire Department.
- Chassis will be manufactured in Charlotte, Michigan.
- Apparatus will be manufactured in Snyder, Nebraska.
- Mid-Point Inspection trip at the Manufacturing facility is not included.
- Final Inspection trip at the Manufacturing facility is not included.
- Delivery to and Familiarization at Snoqualmie Fire Department included.
- Payment is due upon Delivery and acceptance at Snoqualmie Fire Department facility unless prepayment is elected.
- Cascade Fire & Safety will conduct an EVT pre-delivery inspection of the vehicle.
- Cascade will review all punch list items to ensure 100% compliance with specifications.

Cost Saving considerations (not included in proposal price):

- | | |
|--------------------|---------------|
| • *100% prepayment | (\$21,174.00) |
| • *90% prepayment | (\$19,046.00) |
| • *75% prepayment | (\$15,880.00) |
| • *50% prepayment | (\$10,586.00) |
| • *25% prepayment | (\$ 5,293.00) |

Any prepayment includes the cost of a 100% performance bond to be provided within 10 days of downpayment

Respectfully Submitted,

Blythe Hirst - Cascade Fire and Safety